

September 29, 2016

Request for Quote

Phone System Upgrade #10-16Phone
175 Enfield Street, Hartford, CT

INTRODUCTION

The fiduciary procedure for securing quotes follows CRT's Request for Proposal/ Quote guidelines. Local firms found available for the work, including those with a work history with CRT, are contacted for work detail and cost statements.

The Operations Department will review all of the bids/ quotes received. The bidder that best fits the key elements of most reasonable cost/ quality ratio and adequate capacity for the work will be chosen for the project. The project will be carried out in accordance with prevailing wage rates, as applicable. CRT's Department of Facilities supervises work in progress and evaluates work completed.

PURPOSE OF REQUEST

CRT is requesting funds to purchase, make repairs or replace the following items that have been determined most in need at our Early Child Care and Education sites:

- Phone System Upgrade – 175 Enfield Street, Hartford, CT

SITE VISIT

A site walk through is mandatory. Walkthroughs will be scheduled for October 5th – please contact me at dunbarj@crtct.org or 860-560-5161, for the walk-through time.

SUBMISSION OF QUOTE

Following your visit, please submit a cost breakdown of the work scope for which you are submitting a proposal. Please break down the total cost of material, labor, installation and cleanup for each item for which you are submitting a quote (Appendix 1). This quote will require adherence to prevailing wages and the Davis Bacon Act.

Electronic proposals sent to dunabrj@crtct.org will be accepted by no later than **Wednesday, October 12, 2016 at 3:00 p.m.**

Proposals sent by mail or hand delivered will be received until **Wednesday, October 12, 2016 at 3:00 p.m.** at the service delivery area located in the rear of the building at Community Renewal Team, Inc., 555 Windsor Street, Hartford, CT 06120. Packages must be addressed to:

Jeanette Dunbar
Operations, Project Coordinator
Community Renewal Team, Inc.
555 Windsor Street, Hartford, CT 06120
Telephone (860) 560-5161

Bidders will deliver one (1) original and two (2) hard copies of proposals, bid forms and any attachments required in a sealed envelope clearly marked with the name of the bidder, address, bid number and title, and the words "BID DOCUMENTS." No responsibility shall be attached to any person(s) for the premature opening of proposals that are not properly marked.

DOCUMENTS REQUIRED

- Completed Bid Pricing Form and any additional details regarding the project – Appendix 1
- Completed Bid Authorization Form – Appendix 2
 - Include name, address, phone number, and email address of firm/ person(s) responsible for the project, if different from the Bid Form signatory
- Completed Customer Reference Form – Appendix 3
- Certificate of Liability Insurance
- IRS W-9 Form
- Proof of proper licensing and registration
- Warranties
 - Terms for service and maintenance plan, if applicable
 - Contractor's warranty – term and coverage detail

Thank you for your anticipated response.

Jeanette Dunbar
Operations, Project Coordinator
(860) 560-5161
dunbarj@crtct.org

SPECIFICATIONS AND WORK SCOPE BY ITEM
--

Phone System Upgrade:

Heritage – *175 Enfield Street, Hartford, CT*

The Community Renewal Team is requesting proposals from qualified vendors for an Avaya IP Office 500 V2 Phone System. The proposal will include a complete Avaya IP Office 500 V2 phone system with integrated voicemail, internal paging, 2 manager level phone sets and 12 staff phone sets, a UPS (Uninterruptable Power Supply), cabling, project management, installation and training, and a two year maintenance plan that includes services. It is our intent to receive proposals from qualified vendors who demonstrate their capability to provide the quality of product and services required to meet the needs and objectives of CRT.

BID PRICING FORM**Appendix I**

The Community Renewal Team is requesting proposals from qualified vendors for an Avaya IP Office 500 V2 Phone System. The proposal will include a complete Avaya IP Office 500 V2 phone system with integrated voicemail, internal paging, 2 manager level phone sets and 12 staff phone sets, a UPS (Uninterruptable Power Supply), cabling, project management, installation and training, and a two year maintenance plan that includes services. It is our intent to receive proposals from qualified vendors who demonstrate their capability to provide the quality of product and services required to meet the needs and objectives of CRT.

- Proposed fees should include a fixed cost, which will cover all expenses to be incurred over the course of providing the requested items, including but not limited to supplies and materials, disposal cost, travel expenses, postage and delivery, telecommunication expenses, and contingencies.
- All permits, licenses, and fees required for the performance of the contract work shall be secured and paid for by the contractor.
- CRT is exempt from State or Federal taxes.

Item: Phone System Upgrade	Labor(\$)	Materials(\$)	Total Price(\$)
Heritage – 175 Enfield St, Hartford, CT			

BID AUTHORIZATION FORM**Appendix 2**

Authorization and Execution of Bid

- I. The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein, agrees to abide by the conditions set forth in the attached bid document, and certifies that:
 - a. The proposed bid has been presented by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action designed to limit independent bidding or competition, with any other vendor of materials, supplies, equipment or services described in the invitation to bid.
 - b. The bidder has submitted this bid without collusion with CRT, any of its affiliated companies, or any employee thereof, and is unaware of any direct, personal pecuniary interest of any employee of CRT or any of its affiliated companies in the outcome of this bid.
 - c. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.
 - d. The bidder has not been debarred, suspended or excluded from any publicly-funded projects or programs.
 - e. The bidder has become familiar with and has agreed to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.
2. The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Community Renewal Team to consider the bid and make an award in accordance therewith.
3. Complete & Sign:

Legal Name of Bidder	
Business Address	
Phone # & Fax #	
Print Name & Title of Authorized Agent	
Signature	

Reference #1:

Name of Company_____

Contact Name: _____

Address:_____

City/Town _____ State _____ Zip Code _____ Telephone _____

Description of work/project/products completed for or sold to this customer:

Reference #2:

Name of Company_____

Contact Name: _____

Address:_____

City/Town _____ State _____ Zip Code _____ Telephone _____

Description of work/project/products completed for or sold to this customer:

Reference #3:

Name of Company_____

Contact Name: _____

Address:_____

City/Town _____ State _____ Zip Code _____ Telephone _____

Description of work/project/products completed for or sold to this customer:
